

1. The office or post for which you have applied or currently hold or the work for which you have volunteered or are currently doing, gives opportunities for substantial unsupervised contact with children and/or young people under the age of 18 years. The Church of England, in common with all public bodies, is required to comply with the provisions of The Children Act, Safe from Harm and other Home Office regulations, you are therefore required to complete the enclosed declaration and return it to the person designated at the end of this form.

2. Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exemptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 or the Schedule to the Disqualification of Caring for Children Regulations 1991 and certain other serious sexual offences.

3. If you do not complete the form, or do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment, licence, permission or approval you are seeking, or it being terminated or withdrawn.

4. The information will be treated as strictly confidential. It will only be seen by the person designated at the end of the form, those acting on his/her behalf and, if that person is not the diocesan bishop, by the bishop and those acting on his behalf. No information in it will be disclosed except where there is a legal duty to do so or where the person designated at the end of this form (or the diocesan bishop if he is not the person designated) is advised by the Bishop's Adviser for Child Protection that disclosure ought to take place in order to ensure the protection of children.

5. The information given may be checked against the appropriate registers (the Disclosure Service of the Criminal Records Bureau). If any circumstances are identified in which your conduct has caused significant harm to a child or young person, or has placed the welfare of a child or young person at risk of significant harm, then, in accordance with the House of Bishops' Policy, your name may be referred for inclusion on the registers.

All individuals who are placed on the registers in this way are informed in writing and advised of the nature of the allegations made against them, in order for them to have an opportunity to make representations where appropriate.

6. If you have any questions regarding the declaration, then please ask the person designated on the form, the Diocesan Children's Adviser or the Bishops' Adviser for Child Protection in your Area.

7. You are now asked to complete the declaration and return it to the person designated on the form.



## Confidential Declaration Form

**I declare that the information in this form is accurate and complete to the best of my knowledge.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Please return this Declaration, in an envelope marked  
**'STRICTLY CONFIDENTIAL'**  
**FAO; Judith Kaplan**  
**Safeguarding Officer**  
**St. Martin's Parish Office**

# Protection of Children and Young People: Confidential Declaration

## Please tick

**1a** Have you ever been convicted of a criminal offence?

(Including any spent convictions under the Rehabilitation of Offenders Act 1974). \*

YES NO

If yes, please state the nature and date(s) of the offence(s) on a separate sheet.

**1b** Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO

If yes, please give full details on a separate sheet.

**1c** Are you at present under investigation?

YES NO

If yes, please give full details on a separate sheet.

**1d** Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of 18 years? Or has any such court made any order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES NO

If yes, please give full details on a separate sheet.

**2a** Has your conduct ever caused or been likely to cause 'significant harm' \*\* to a child or young person under the age of 18, or put a child or young person at risk of significant harm? This question relates to any conduct, whether in a paid capacity, as a voluntary worker, or otherwise.

YES NO

If yes, please give full details on a separate sheet.

**2b** To your knowledge has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give full details on a separate sheet, including the date(s) and nature of the conduct or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

**3** Has a child in your care, or for whom you have or have had parental responsibility, ever been removed from your care, been placed on the Child Protection Register or been the subject of a Care Order, Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or similar order under other legislation?

YES NO

If yes, please give full details on a separate sheet.

**4** Have you any health problem(s) which might affect your work with children or young people under the age of 18?

YES NO

If yes, please give full details on a separate sheet.

**5** Have you, since the age of 18, ever been known by any name other than the one given overleaf?

YES NO

If yes, please give full details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6** Have you, during the past five years, had any home address other than that given overleaf?

YES NO

If yes, please give full details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* All previous convictions, with the exception of technical motoring offences leading only to a fine should be disclosed.

\*\* 'Significant harm' means ill treatment of any kind. This includes neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

## REFEREES

Please provide the names and contact details of two people who know you well, who we may approach for references (these must not be relatives and where employed, one should be your current/last employer).

1: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

2: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_